

## Federal Management Regulation

## § 102-118.275

General Services Administration  
Federal Supply Service  
General Products Commodity Center (7FXM-WS)  
819 Taylor Street, Room 6A24  
Fort Worth, TX 76102

### **§ 102-118.245 How does my agency get an assigned set of GBL or GTR numbers?**

If your agency does not use prenumbered GBL and GTR forms, you may get an assigned set of numbers from:

General Services Administration  
Federal Supply Service  
General Products Commodity Center (7FXM-WS)  
819 Taylor Street, Room 6A24  
Fort Worth, TX 76102

### **§ 102-118.250 Who is accountable for the issuance and use of GBL and GTR forms?**

Agencies and employees are responsible for the issuance and use of GBL and GTR forms and are accountable for their disposition.

### **§ 102-118.255 Are GBL and GTR forms numbered and used sequentially?**

Yes, GBL and GTR forms are always sequentially numbered when printed and/or used. No other numbering of the forms, including additions or changes to the prefixes or additions of suffixes, is permitted.

#### QUOTATIONS, TENDERS OR CONTRACTS

### **§ 102-118.260 Must my agency send all quotations, tenders, or contracts with a TSP to GSA?**

(a) Yes, your agency must send two copies of each quotation, tender, or contract of special rates, fares, charges, or concessions with TSPs including those authorized by 49 U.S.C. 10721 and 13712, upon execution to:

General Services Administration  
Federal Supply Service  
Audit Division (FBA)  
1800 F Street, NW.  
Washington, DC 20405  
<http://pub.fss.gsa.gov/transtrav>

(b) When this information is in an electronic format approved by the GSA Audit Division, your agency will transfer the information electronically.

## **Subpart D—Prepayment Audits of Transportation Services**

### AGENCY REQUIREMENTS FOR PREPAYMENT AUDITS

### **§ 102-118.265 What is a prepayment audit?**

A prepayment audit is a review of a transportation service provider (TSP) bill that occurs prior to your agency making payment to a TSP. This review compares the charges on the bill against the charge permitted under the contract, rate tender, or other agreement under which the TSP provided the transportation and/or transportation related services.

### **§ 102-118.270 Must my agency establish a prepayment audit program?**

(a) Yes, under 31 U.S.C. 3726, your agency is required to establish a prepayment audit program. Your agency must send a preliminary copy of your prepayment audit program to:

General Services Administration  
Office of Transportation and Personal Property (MT)  
1800 F Street, NW.  
Washington, DC 20405  
<http://policyworks.gov/org/main/MT>

(b) The final plan must be approved and in place by April 20, 2000.

### **§ 102-118.275 What must my agency consider when designing and implementing a prepayment audit program?**

As shown in § 102-118.45, the manner in which your agency orders transportation services determines how and by whom the bill for those services will be presented. Your agency's prepayment audit program must consider all of the methods that you use to order and pay for transportation services. With each method of ordering transportation services, your agency should ensure that each TSP bill or employee travel voucher contains enough information for the prepayment audit to determine which contract or rate tender is used and that the type and quantity of any additional services are clearly delineated. Each method of ordering transportation and transportation services may require a different kind of prepayment audit.